



County of Orange

MEMO

DATE: November 1, 2011

TO: Development Processing Review Committee

FROM: Rick LeFeuvre, *RL* Director, OC Public Works/OC Planning

SUBJECT: DPRC Meeting Minutes – October 13, 2011

A meeting of the Development Processing Review Committee was held on Thursday, October 13, 2011, at 8:30 a.m. in the H. G. Osborne Building, on the Eighth Floor, in Executive Conference Room 808.

The following persons were in attendance:

MEMBERS

Jay Bullock – Planning Solutions, (Chair) (2nd District)
Jackie Hare – J. L. Hare Associates, Inc. (2nd District)
Rick Fitch – Hunsaker & Associates (3rd District)
Joe Lambert – Construction Planning Services (3rd District)
Carl Taylor – Huitt-Zollars, Inc. (Vice-Chair) (4th District)
Fred Ameri – RBF Consulting (5th District)
Thomas Grable – Tri-Pointe Homes (5th District)

GUESTS

Jeffrey Okamoto – RBF Consulting
Jessica Toohey – Huitt-Zollars, Inc.

STAFF

Michael Balsamo – Manager, OC Planning/OC Communities
Mahrooz Ilkhanipour – Manager, OC Planning/OC Community Development/Permit Intake
Judy Kim – OC Community Development/Customer Care/Permit Services
Rick LeFeuvre – Director, OC Planning
Hadi Tabatabaee – Orange County Building Official, OC Public Works

MEMBERS ABSENT

Lee Lowrey – Lowrey Pacific Capital (1st District)
Michael Recupero – Recupero & Associates, Inc. (1st District)

1. Approval of Meeting Minutes for September 8, 2011

The meeting minutes for September 8, 2011 were moved for approval by Tom Grable and seconded by Rick Fitch.

2. Discussion of Committee Alternates

Fred Ameri suggested that alternates can count toward attendance at Committee meetings. Jay Bullock and others responded that appointees are expected to attend committee meetings.

3. Planning Division Update

Rick LeFeuvre reported that there have been several organizational adjustments within the department. Mike Balsamo now serves as Interim Manager of OC Community Development; Mahrooz Ilkhanipour now manages the County Property Permits Unit; Hadi Tabatabaee now manages the Plan Check Services Unit; Polin Modanlou continues to serve as the interim manager of the Customer Care Unit; and Francisco Alonso is now with the Materials Lab under OC Engineering.

4. Permit Plan Check Management

Carl Taylor initiated a discussion regarding the former Subdivision plan check group, as he is concerned that there is no unifying individual for final decision-making on Map Act issues. The loss of this former group is a potential roadblock for new street improvement plans, tentative tract map recordations, etc., that are submitted to the County.

- Fred Ameri suggested that staff have a designated individual that is trained in all the nuances of the process for tentative and final tract map submittals, as well as any additional Subdivision responsibilities, should there be an instance in which a final judgment must be made.
- Mike Balsamo responded that a combination of contract staff resources and the County's management team would respond and that we would report back next month.

5. Authorization Letter

Joe Lambert expressed his concerns regarding the "Owner-Builder Acknowledgment and Information Verification" and "Agent Authorization" forms which are required for permits issued under Owner-Builders, as it is difficult to have the form signed and notarized for every new permit issued for new large tract developments.

- Hadi Tabatabaee suggested that the form could be consolidated by phases or applied by tract, as opposed to each individual building permit.

6. OCPW Standard Plans Manual

Carl reported that the Standard Plans update is still ongoing, and is expected to be completed by summer of 2012. It is a joint effort with contributions from all departments within OC Public Works. Carl is the sole private sector representative and will bring forward any DPRC recommendations.

7. Other Business

The Conditions of Approval update is close to completion; an email notification will be sent out to DPRC members upon its final implementation in the APPS system.

8. Next Meeting

The next meeting of the Development Processing Review Committee will be held on Thursday, November 10, 2011, at 8:30 am.